

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u>	Public Works GIS Coordinator	<u>Revision Date:</u>	12/13
			<u>EEO Code:</u>	Professional
			<u>Status:</u>	Non-Exempt
			<u>Control No:</u>	30541

II. Summary Statement of Overall Purpose/Goal of Position:

Under direction of the City Engineer, designs, operates, oversees, and maintains the Sandy Department of Public Works portions of the Sandy City Enterprise Geographic Information System (GIS). Coordinates GIS activities between Public Works and other City Departments, especially the GIS core employees in the Information Technology Division. Coordinates GIS database development and maintenance. Provides and oversees automated cartographic and related database services to the department. Performs professional drafting, mapping, graphic illustrations, general planning research and related report preparation duties for the department.

III. Essential Duties:

- Provide computer mapping and related database services to the department.
- Prepare maps and geographic information for other the City departments as requested.
- Develop database structure, tables, forms, and reports for geographic data.
- Respond to public inquiries and requests for maps, charts, graphs, and related information.
- Digitize new data; edit and improve existing maps.
- Plot maps.
- Provide graphic and illustrative assistance to the department.
- Read and interpret graphs, charts, plans, diagrams, air photos, and maps.
- Research various mapping and related database project assignments.
- Maintain and create custom GIS solutions, including web maps, tools, and scripts.

IV. Marginal Duties:

- Maintain GIS hardware and software in good working order.
- Write reports, memos, and keep records on GIS progress.
- Perform other duties as assigned.

V. Qualifications:

Education: Requires graduation from an accredited college or university with major course work in geography, cartography, GIS, or a related field.

Experience: Requires two years progressively responsible mapping/computer experience that includes use of a computerized mapping or Geographic Information System; may substitute any equivalent combination of education and experience.

Certifications/Licenses: Requires a valid Utah Driver's License.

Probationary Period: A one year probationary period is a prerequisite to this position.

Knowledge of: Concepts of database design, development, and application as related to GIS; software and hardware maintenance, PC use and practices; digitizing and plotting techniques; the nomenclature, symbols,

techniques, and mathematics of mapping; drafting techniques and procedures; map interpolation, aerial photograph interpretation; SQL Server and MS Access databases; programming languages including VBA, Python, and Javascript; the core ESRI suite of products including ArcGIS Desktop and ArcGIS server; and GPS data gathering techniques. Knowledge of geodatabase versioning and replication would be useful. In addition, familiarity or willingness to learn the following programs would be helpful: Visual C# as well as general web design concepts including HTML and CSS.

Responsibility for: Great responsibility for the care, condition, and use of materials and for making decisions affecting the activities of other people and liability of the City; putting hostile and upset people at ease.

Communication Skills: Ability to professionally furnish and obtain information from other departments and agencies; requires well developed sense of strategy and timing; constant contact with the public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules; must be able to follow complex written and oral instructions; must be able to write professional reports.

Tool, Machine, Equipment Operation: Requires use of plotter, GPS equipment and software, PC computer, copier/printer, fax, telephone, and vehicle.

Analytical Ability: Read and interpret graphs, charts, plans, diagrams and maps; prepare maps and graphics; use GIS equipment and software; communicate effectively verbally and in writing; prioritize tasks; work well under pressure; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances.

VII. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time, and may move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines and overtime. Minimal evening and/or weekend hours may be required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____